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17 October 1950

		MEMORANDUM FOR: ALL DIVISION AND STAFF CHIEFS
25 <b>X</b> 1		SUBJECT: Evacuation Planning
25X1		l. There is presently established a working committee for planning and coordinating activities. That committee is chairmanned by Staff B. The chairmanship by Staff B is based on its assigned responsibility for over-all planning and coordination of planning.
25X1 25X1	•	2. There is attached a "Guide for Preparation of Out- line." All divisions concerned will prepare an "Outline of Operation" for each operation or project, whether the facility is planned or in existence.
· ·		a. The attachment is classified "SECRET," and the completed outline will be "SECRET," since the information thereon is not within the classification of "TOP SECRET."
		b. This requirement does not supersede normal procedures for securing approval of projects and basic plans.
		c. The outlines will be prepared on loose-leaf paper, similar in size to the attached. Supplies are available in Staff B.
		d. All outlines will be forwarded to Staff B prior to 15 November 1950.
25X1		3. When all outlines are received, they will be placed in a loose-leaf notebook which will represent the over-all OSO program, planned and existing. The entire matter will be forwarded to the DCI for information and approval. The outlines will be revised to reflect changes in order that at all times the current OSO stay-behind program will be accurately set forth and available at one point in OSO.
25X1		4. In addition to planning, Staff B is charged with over-all planning and coordination of specific planning in connection with evacuation plans. Consequently, all specific plans relating to those subjects will be coordinated with Staff B, who will be responsible for such additional coordination as may be necessary.

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5. Staff B has been directed to ship with the appropriate staff in Of evacuation planning. Further, Staff liaison by the foreign divisions with	B has been directed to coordinate
on those subjects.	
	Assistant Director Special Operations

2 Attachments

25X1

25X1

2

